



1. MANDATE AND ROLE

The purpose of the Strategic Planning Steering Committee is to provide guidance and oversight throughout the development of the Faculty's next Strategic Plan (2025 - 2030).

The committee will be tasked with the following responsibilities in the 2024 - 2025 academic year:

- 1.1 Support, engage in, lead, and/or coordinate a variety of activities that may be required for the development and creation of the Strategic Plan.
- 1.2 Ensure opportunities for all Faculty members to contribute meaningful feedback on the development of the Strategic Plan.
- 1.3 Assist in creating and implementing feedback mechanisms as needed (e.g. surveys, focus groups), including the development of questions.
- 1.4 Align the Strategic Plan with institutional frameworks, including:
 - [Shape: A Strategic Plan of Impact](#)
 - [Igniting a Purpose: The Student Experience Action Plan](#)
 - [Braiding Past, Present and Future](#)
 - [Strategic Plan for Equity, Diversity, and Inclusivity](#)
 - [Forward with Purpose: A Strategic Plan for Research and Innovation](#)
 - [Culture of Care: University of Alberta's Safety Action Plan](#)
- 1.5 Reflect the Faculty's commitment to EDI and Indigeneity throughout the Strategic Plan's development.
- 1.6 Consider and support current contexts (budget, structure, Alberta/ Canada context) of the Faculty of Education.
- 1.7 Review the draft Strategic Plan and share it with associated group(s) before presenting it to the Education Faculty Council (EFC).

2. DELEGATIONS

2.1 Delegations of Authority from the Strategic Planning Steering Committee to Others:

- 2.1.1 The Strategic Planning Steering Committee may strike ad hoc subcommittees to study and make recommendations on specific issues relating to the strategic planning process. Ad hoc subcommittees shall be considered discharged once their reports are received by the Steering Committee, unless the Steering Committee requests that they continue.
- 2.1.2 The Strategic Planning Steering Committee shall provide clear, explicit, and detailed Terms of Reference for all subcommittees for approval by the Strategic Planning Steering Committee.
- 2.1.3 Notwithstanding principles of committee composition as outlined in Section 5.1, membership of ad hoc committees will be on the basis of relevant expertise.

3. COMPOSITION

3.1 Ex Officio Members (voting)

3.1.1 Associate Dean, Integrated Strategic Initiatives, as Chair, or designate

3.1.2 ATEP Director, or designate

3.1.3 Faculty of Education EDI Senior Advisor, or designate

3.2 Appointed Members (voting)

3.2.1 One (1) academic faculty member ([A1.1](#)) who is an Assistant Professor

3.2.2 One (1) academic faculty member ([A1.1](#)) who is an Associate Professor

3.2.3 One (1) academic faculty member ([A1.1](#)) who is a Full Professor

3.2.4 One (1) Non-Academic Staff Association (NASA) member;

3.2.5 One (1) graduate student

3.2.6 One (1) undergraduate student as selected by the Education Students' Association

3.2.7 One (1) student member from the Student Advisory Committee for Advancing Racial Justice (SACARJ)

3.2.8 One (1) full-time academic staff member (ATS, TLAPS, or APO) ([A1.2](#), [A2.1](#), [A2.3](#), [A3.1](#)) from the English Language School (ELS)

3.2.9 One (1) Academic Teaching Staff (ATS) member ([A2.1](#) or [A2.2](#)) excluding the English Language School

3.2.10 One (1) full-time academic staff member (APO, TLAPS, TRAS, FSO) ([A1.2](#), [A1.3](#), [A2.3](#), [A3.1](#)), excluding ATS members

3.3 The term for membership on the Steering Committee will continue until the mandate and role for the Steering Committee has been completed as outlined in Section 5.2.

4. QUORUM

A quorum is the minimum number of members who must be present for business to be transacted legally.

4.1 Quorum for meetings of the Strategic Planning Steering Committee will consist of 50% +1 of all Steering Committee members.

4.2 *Achieving and Maintaining Quorum*

A duly-called meeting that starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In the event of a decision to continue a meeting without a quorum, the

minutes shall record this fact and any decisions taken must be ratified at the next meeting. Vacancies are excluded from quorum.

5. MEETING PROCEDURES

- 5.1 Notwithstanding any terms and restrictions of the PSLA, the GFC, and the EFC, the Strategic Planning Steering Committee will be subject to the Faculty of Education's [Governance Principles](#).
- 5.2 Committee meetings will be held monthly on Friday mornings, with the goal of completing the draft Strategic Plan by June 2025. The committee will convene from October 2024 through June 2025.

Final TOR dated November 01, 2024
Strategic Planning Steering Committee